



ORDINANCE NO. 2023-001

**CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 2,
SECTION 220, SUBSECTIONS 220.01 AND 220.03 OF THE ARDEN HILLS CITY
CODE REGARDING REGULATIONS FOR BOARDS, COMMITTEES AND
COMMISSIONS**

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Chapter 2 - Administration, Section 220 - Boards, Committees and Commissions, Subsection 220.01 - General, is hereby amended as follows:

220.01 General.

The following regulations apply to all Boards, Committees, Commissions, and Appointed Bodies of the City of Arden Hills.

Subd. 1 Quorum. A majority of the members of any Board, Committee, Commission and other Appointed Body appointed by the City Council shall constitute a quorum for the transaction of the business coming before such Board, Committee, Commission or Appointed Body.

Subd. 2 Voting Required. Each member of any Board, Committee, Commission and other Appointed Body shall be required to vote on matters coming before that body unless such member shall have a conflict of interest concerning the matter to be considered.

Subd. 3 Minimum Requirement for Action. Unless otherwise specifically provided, a majority of the members of any Board, Committee, Commission and other Appointed Body present and voting any meeting thereof, shall be required for any action or decision of such Board, Committee, Commission or other Appointed Body.

Subd. 4 Committees. Committees may be established by the City Council as may be needed from time to time for the efficient operation and administration of the affairs of the City. In the event Committees are established, the members thereof shall be appointed by the City Council.

Subd. 5 Compensation. All members of Boards, Committees, Commissions and other appointed bodies shall serve without compensation.

Subd. 6 Residency Requirements. Unless otherwise specifically provided, each member of any Board, Committee, Commission or other appointed body shall be a resident of the City during their term of service.

Subd. 7 Length of Term. Unless otherwise specifically provided, each Member of any Board, Committee, Commission or other appointed body shall serve for a term of three (3) years.

- A. Number of Terms. Each Member may serve for no more than three (3) consecutive three-year terms.
- B. Staggered Terms. One-third of each Board, Committee, Commission or other appointed body shall be appointed at the beginning of each fiscal year.

Subd. 8 Removal of Members. Any Member of a Board, Committee, Commission or other appointed body may be removed by a majority vote of the entire City Council.

Subd. 9 Attendance at Meetings. A Member of a Board, Committee, Commission or other appointed body who has unexcused absences from three (3) consecutive meetings or a total of one-third of all meetings in a calendar year, shall automatically be removed from office without City Council action. The City Administrator shall notify the Member of his or her removal.

Subd. 10 Officers. Unless otherwise specifically provided, the City Council shall annually appoint one (1) Member to serve as Chair of each Board, Committee, Commission or other appointed body. The Chair shall be responsible for meeting agendas, presiding at meetings, minutes of meetings, and reports and recommendations to the City Council. Subcommittees of the Board, Committee, Commission or other appointed body may be formed, from time to time, based upon the needs of the City. The Board, Committee, Commission or other appointed body may appoint a Member to serve as Vice-Chair.

Subd. 11 Meetings and Reports. The Board, Committee, Commission or other appointed body shall hold meetings at regularly scheduled times or more frequently as needed. Meetings shall be open to the public and proper notice of the meeting shall be given as set forth in the City Codes. Boards, Committees, Commissions and other appointed bodies shall keep minutes which shall be forwarded to the City Council.

Subd. 12 Administrative Staff Liaison. Unless otherwise specifically provided, the City Administrator shall assign an official staff liaison to each Board, Committee, Commission, or other appointed body. The Staff Liaison shall be responsible for the keeping of minutes and reports.

Subd. 13 Vacancies. In the event of death, resignation, removal, or ineligibility of a Member of a Board, Committee, Commission, or other appointed body, the City Council shall declare a vacancy in the position and shall appoint a person to fill the vacancy as soon as conveniently possible for the remainder of the term.

Subd. 14 Council Liaison. The City Council shall appoint a council member to serve as a liaison to each Board, Committee, Commission or other Appointed Body.

SECTION 2. Chapter 2 - Administration, Section 220 - Boards, Committees and Commissions, Subsection 220.03 – Planning Commission, Subd. 1, is hereby amended as follows:

220.03 Planning Commission.

Subd. 1 Composition. At the first Council Meeting of the calendar year, the City Council shall appoint a Planning Commission consisting of seven (7) members and two (2) alternative members.

SECTION 3. This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

PASSED and ADOPTED this ____ day of _____, 2023, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

Julie Hanson, City Clerk